

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2001/04/05 : CIA-RDP79-00498A000500010018-6

DD/A Registry

File Personnel

DD/A 76-6241

16 DEC 1976

MEMORANDUM FOR: Director of Finance

FROM : Michael J. Malanick  
Associate Deputy Director for Administration

VIA : Director of Personnel

SUBJECT : Promotion Headroom

1. This is to notify you that I am concurring in the 75 promotion actions currently in the Office of Personnel for the promotion of that number of MF Sub-Group Careerists. The Director of Personnel is hereby notified of that concurrence.

2. In our discussion concerning these promotions, I was requested to recognize justification for that number by accepting the fact that at least five RTT positions would be approved for the MF Career Service in Fiscal Year 1978. Please note that my concurrence is based instead on the fact that five additional positions have been approved for the MF Career Service and it is now possible to promote a total of 75 within authorized CSGA as projected for FY-77. This in no way recognizes the validity for including either five or 15 RTT positions in these computations.

3. At the present time a number of career sub-groups within the DDA are in an over-strength situation. I expect the Office of Finance as well as those others involved to make every effort to correct the situation within this Fiscal Year.

Michael J. Malanick

Distribution:

Orig - Addressee  
1 - D/Pers  
1 - MJM chrono  
✓ 1 - DDA subj  
1 - DDA chrono  
1 - CMO/DDA

STATINTL

CMO/DDA [REDACTED] pao (16 Dec 76)

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DD/A Registry

76-5982

22 NOV 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : Thomas B. Yale  
Director of Finance

VIA : Director of Personnel

SUBJECT : Promotion Headroom

1. The Office of Finance has had a long-standing management problem relating to our continuing need for positions to accommodate a cadre of SF careerists needed to fulfill rotational, training and TDY assignments. Although you and your predecessors have allowed us funds (A.E. money) to accommodate these extra personnel, the overage of people over positions creates a serious problem in our ability to promote deserving personnel within CSGA constraints. We believe that every employee in our Sub-Career Group is entitled to work for and to expect promotion on the basis of qualifications and performance, particularly when actually performing the duties of a higher-grade position; and that to defer promotions because we require more people to accomplish our functions than there are positions authorized is inequitable and discouraging to our careerists.

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2. HR [REDACTED] on the subject of "Staffing" describes the CSGA and briefly how adjustments are made; but it does not address specifically its use in controlling the numbers of promotions allowed. As you know, "headroom" is determined by a mathematical computation of the cumulative differences between positions and numbers of employees at each grade (including adjustments upward or downward to compensate for positions occupied by individuals whose service designations are not compatible with the designation of the position to which assigned.) The regulation further outlines the responsibilities of the Deputy Directors, Heads of Career Services and the Director of Personnel, and places on the Director of Personnel the responsibility to "ensure that the Career Services remain within their Career Service Grade Authorization". Based on this, OP monitors the CSGA to determine the available spaces for promotions to each grade level and requires projections in cases where there is significant negative headroom. Our current CSGA as of 31 October 1976 and our projected CSGA through 31 December 1976 allow insufficient headroom for the promotions we wish to recommend to the Director of Personnel based upon the recent meeting of the Career Board for the Finance Sub-Career Service.

Ed IMPROV CL LX 08/09

SUBJECT: Career Service Grade Authorization

3. We agree in principle that the CSGA concept is an effective monitoring device in satisfying the objectives of the Agency's Personnel Management System. We believe, however, it is inequitable to allow its application to limit or deny promotions when required personnel strength exceeds authorized positions as is the case for our office.

4. As an expedient, we request that you approve adjustment of our CSGA for purposes of the current promotion review to include the 15 RTT positions needed to fulfill the rotational, training and TDY requirements of this office. For the purpose of future promotion reviews, pending adjustment of our authorized positions to recognize the RTT requirement, it is requested the Director of Personnel be authorized to approve adjustment of our then current and projected CSGA's to include RTT positions. If the five of 15 RTT positions in our FY 1978 budget request which you have supported are finally approved, the RTT adjustment in subsequent CSGA's would be reduced accordingly.

(signed) Thomas B. Yale

Thomas B. Yale

CONCUR: See attached memo  
Director of Personnel

Date \_\_\_\_\_

The recommendations in paragraph 4 are:

APPROVED: \_\_\_\_\_  
Deputy Director for Administration

Date \_\_\_\_\_

DISAPPROVED: /s/ Michael J. Malenick \*  
Deputy Director for Administration

16 DEC 1976

Date \_\_\_\_\_

\* For further explanation see  
Memo dtd 16 Dec 76 to D/F via D/P  
fr ADDA, same subj (DDA 76-6241)

Distribution: *subj.* Memo  
fr A  
0 & 2 - Add. (Orig to be returned)  
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1 DEC 1976

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : OP Comments re Promotion Headroom  
in the Office of Finance  
REFERENCE : Memo dtd 23 Nov 76 to DDA fr D/Fin;  
subject: Promotion Headroom

1. We have had several discussions with representatives of the Office of Finance on this subject and agree that, indeed, there is a problem which needs to be addressed and resolved. We believe, however, that the problem lies less with the use of the CSGA as a monitoring device than with OF's overstrength situation for which funds, but no ceiling, have been allocated.

2. While we can concur with OF's request to allow an adjustment of the CSGA to be included in their projection for this promotion exercise, we see this strictly as a temporary measure and not as a permanent solution. The net effect of this arrangement is the use of another Sub-Group's headroom which might be available at a particular time because it is understrength. A more far-reaching effect which we feel we must point out is the establishment of a precedent for future similar requests from other DDA Sub-Groups should they reach a point where their CSGA headroom moves into a negative state.

3. Recognizing that this problem needs additional attention, we recommend that you approve this request for this cycle only. During the coming months, OP will work with OF to seek a more permanent solution, which could be a determination that additional ceiling is needed by OF to fulfill its mission. Since this effort is likely to be a time-consuming one, we recommend also that you delegate authority temporarily to the Director of Personnel to approve future CSGA exceptions for OF if required until a more permanent and equitable solution can be determined.

F. W. M. Janney

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E. R. L. IMPDET CL BY